

**Class – IX**  
**DELETED SYLLABUS**  
**(For the Session of 2020-21 Only)**  
**Information Technology**  
**(THEORY)**

**Unit 1: IT BASICS**

**Concept of Memory:**

Input/Output Devices

Mouse, Joy Stick, Scanner, Microphone, OCR, MICR, Light pen, Bar code Reader, Digital Camera, Printer, Speaker, Plotter.

**Storage Devices :**

**Computer languages :**

Machine Language, Assembly Language and High level Languages, Role of Assembler and Compiler.

**Types of software:**

System, utility and Application software with examples

**UNIT 2 : IT TOOLS**

**MS-OFFICE**

**MS Word:**

Inserting Tables: Inserting, deleting-rows and columns, merging cells, splitting cells, using autofomat:

Mail Merge

**MS Excel:**

Inserting tables in worksheet, Embedding Charts of various types: Line, Pie, Scatter, Bar and Area in a worksheet.